

## FACTIVA HELP TIPS

### Using Connectors and Operators :

Connector	Explanation
and	technology spending and canada finds items containing the words "technology spending" adjacent to one another, as well as the word "canada"
Or	merger or acquisition finds items containing either "merger" or "acquisition"
Not	software not spreadsheets finds items containing software, but excludes those containing spreadsheets
() Parentheses or [] Brackets	select releases and (university or instruction, or courses) finds items about select releases related to universities, instruction, or courses.
atleastn, where n is any number between 1 and 50	atleast5 microsoft will return items with at least five mentions of Microsoft Note: Atleast works only in Search: Free-Text/Indexing, and not in Track.
Same	vodafone same telecommunications finds items containing "vodafone" in the same paragraph as "telecommunications"
w/n, where n is any number from 1 to 10	president w/2 bush finds items containing "president" within 2 words of "Bush," where "Bush" is the second word ("President Bush" or "President George Bush") Note: w/1 is assumed if a number is omitted.
adjn, where n is any number from 1 to 10	world Cup adj5 rugby finds items containing "World Cup" within 5 words of "rugby," where "rugby" is the fifth word (0-4 words between) Note: adj1 is assumed if a number is omitted.
nearn, where n is any number from 1 to 500	carrefour near5 retail sales displays articles with the word "carrefour" not more than 5 words away from "retail sales," where "retail" is the fifth word (0-4 words between)
/Nn/, where n is any number from 1 to 500	boeing 747/N30/british airways finds articles containing the term "boeing 747" within 30 words of "british airways," where "British" is the 30th word (0-29 words between)
/Fn/, where n is any number from 1 to 500	toyota/F50/ will find articles with the word "toyota" within the first 50 words of the article. Note: /Fn/ works only in Search: Free-Text/Indexing, and not in Track.
\$n, where n is any number from 1 to 9	earn\$4 will find articles that contain any word with the root "earn," including earnings, earns, or earned. Note: At least 3 characters must be typed before using the \$ sign, and the \$ sign must be entered at the end of a word only. \$5 is assumed if a number is omitted.
* (asterisk)	telecom* will find articles that contain the root "telecom," including telecom, telecommunications, telecommute, or telecommuting. Note: At least 3 characters must be typed before using the * sign, and the * sign must be entered at the end of a word only. No number is allowed following the truncation.
?	globali?ation will find articles that contain the words "globalization" or "globalisation." Note: At least 3 characters must be typed before using the ? sign.

## Using specific Field Tags *(Selected List)*

Field Name	Field Tag	Description
Author	by=	Author's name
Dow Jones Ticker Symbol*	co=	Company ticker symbol
Headline	hd=	Headline
Headline Group	hl=	Includes Headline, Section, Column
Headline / Lead Paragraph Group	hlp=	Includes Headline, Section, Column, Lead Paragraph, Correction Field
Industry Code	in=	Industry Codes
Language Code	la=	Document Language
Lead Paragraphs	lp=	First two paragraphs of a story
Region Code	re=	Geographic Region Codes
Source Code	sc=	Publication Source Code
Text	td=	Text of article after lead paragraphs
Word Count	wc> wc<	All words found in the Headline and Text Groups

\* Searchable fields, but *not displayable fields* in articles.